



Information Security Oversight Office

National Archives and Records Administration

700 Pennsylvania Avenue, NW

Washington, DC 20408



August 10, 2001

The Honorable
Linton Wells, II
Acting Assistant Secretary of Defense
Command, Control, Communications
and Intelligence
Room 3E172
6000 Defense Pentagon
Washington, DC 20301-6000

Dear Dr. Wells:

Subject: *Issuance of Two Revised Standard Security Forms*

The Information Security Oversight Office (ISOO) announces the issuance of two revised standard security forms: *Standard Form (SF) 312, "Classified Information Nondisclosure Agreement"*, and *Standard Form (SF) 700, "Security Container Information."* The SF 312, which has been in use since 1988, is a nondisclosure agreement between the United States and an individual who may be granted access to classified national security information. It informs employees of (a) the trust that is placed in them by providing them access to classified information; (b) their responsibilities to protect that information from unauthorized disclosure; and (c) the consequences that may result from their failure to meet those responsibilities. The SF 700, which has been in use since December 1985, provides the names, addresses and telephone numbers of employees who are to be contacted if the security container to which the form pertains is found open and unattended. The form also includes the means to maintain a current record of the security container's combination and provides the envelope to be used to forward this information to the appropriate agency activity or official.

The revised edition of the SF 312, edition date 1-00, changes references to Executive Order 12356 to Executive Order 12958 and adds a new law, Section 1924 of Title 18. The SF 312 is available electronically on the General Services Administration's web site. It is also available through the Government supply system. Government agencies and their contractors, licensees or grantees should now be using the revised edition of the SF 312. Unused supplies of the previous edition of the SF 312 should not be used and should be destroyed. **Previously executed SF 312s do not need to be replaced with the current edition.**